



FOREIGN SERVICE OFFICER TEST

Are you interested in a career with the Foreign Service but do not know where to start?

Once you have chosen a Career Track the next step is to complete a Registration package followed by the Foreign Service Officer Test (FSOT).

The [FSOT Step-by-Step Guide](#) below will walk you through the FSOT process.

Additional information may also be found at the following web sites:

<http://careers.state.gov/officer/overseastestsites.html> *overseas places for FSOT*

http://www.act.org/fsot/link_to_register

<http://www.act.org/fsot/faq.html>

FSOT Step-by-Step Guide

Register and submit your completed Application Form. ☐ **Wait for on-screen confirmation** that your registration was complete and has been successfully submitted.

- **Technical questions/issues with the registration process?** Please email ACT, Inc. at fsot@ACT.org or call (800)205-6358.
- **Receive an e-mail** authorizing you to make an online reservation to take the FSOT (click [here](#) to see the list of domestic test centers, and [here](#) for international test centers).
- **Reserve a seat** during any given test window. Test center seats are available on a first-come, first-served basis. You must reserve at least 48 hours prior to the first day in that window (exact deadline dates will be given during reservation). Please note that the number of seats for each window is limited. You must reserve a test seat within one year of submitting your Registration Package. Your actual test date may be later than a year after you registered, but you must have reserved your seat within the one year limit.
- After you have reserved a seat, you will receive instructions on how to **download your admissions** letter.
- **Arrive at your test center** with your admissions letter and a valid government issued photo ID, such as a driver's license, passport, or military ID.
- **Need to cancel or reschedule your test?** You will need to cancel your seat at least 48 hours before the test date. Your admissions letter will contain information on how to do so. If you fail to provide this notification, you will be assessed a \$50 fee.
- **Want to re-take the test?** You may take the test only once in a 11-month period. In order to re-take the FSOT, you will need to fill out the Registration Package once more. This will give you the opportunity to update your application. Should you pass the FSOT and essay, you will then submit a new, up-to-date Personal Narrative.
- **Monday, January 24, 2011(at 9.00 AM CST);** Last date for candidates intending to test overseas to submit completed registration forms.
- **Test Date: February 9, 2011.**
- **Basic Requirement for Becoming a Proctor:** Proctors should be FS Generalists, FS Specialists, or Eligible Family Members (EFMs). Since Proctors have access to the FSOT, they must wait one year before taking a future FSOT. In addition, family members or dependents of test takers may not serve as proctors. Friday, January 28, 2011: Deadline for Proctors to complete training. For any queries regarding Proctors, Please contact Eva Kaleta, D/HRO at X-8761.